

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION  
SUPERIOR COURT**

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**CLASS TITLE: ACCOUNTANT**  
**DEPARTMENT: SUPERIOR COURT**  
**REPORTS TO: FISCAL MANAGER**

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**CLASS CODE: 100266**  
**FLSA STATUS: E**  
**DATE: 10/99**

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Performs professional level accounting work in the preparation and analysis of accounting records, reports, fiscal and statistical statements regarding financial status, expenses and operating procedures. Performs technical and administrative tasks in the processing and maintenance of budgets, expenditures, grants, contracts and other financial and related data.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Performs audits, reconciliations and appraisals of the accounting and financial systems, accounts, funds and related activities to ensure accuracy and that adequate internal control, sufficient security, and auditability are present.

Reviews accounting, auditing and/or regulatory reports to ensure financial compliance and integrity, to analyze findings, provide budget forecasting information and to interpret conclusions.

Maintains and analyzes a variety of grants, funds and contracts; trains department representatives in entering data related to same.

Performs tasks associated with revenue projection, appropriation/revenue accounting and data reporting for transportation funds.

Performs calculations to determine tax liability, outstanding checks, depreciation, etc.

Compiles information/data for County Budget Book.

Tracks asset forfeitures.

Researches and compiles data to comply with financial reporting compliance and integrity of the organization's systems and records; files appropriate reports with local, state and federal agencies.

Reconciles and balances office cash to internal and bank records.

Prepares memorandums, letters and reports in final form from rough drafts and notes.

Performs audits and special assignments including checking accuracy of entries and examining routine documents.

Maintains computerized and manual general ledgers for County funds; reviews and makes necessary modifications as appropriate.

Provides back-up support for other accounting staff.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Calculator	General Office Equipment	Computer	FAX Machine
Copy Machine	Telecommunications System		

## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Education and Experience:**

Bachelor's degree from an accredited four-year college or university in Accounting or a related field; and,

Six or more years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

### **Licenses and Certifications:**

None

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

Generally accepted accounting principles as applied to governmental accounting.

Financial, fund and project accounting.

Financial report and statement preparation.

Auditing principles.

All computer applications and hardware related to performance of the essential functions of the job.

Record keeping, report preparation, filing methods and records management techniques.

Methods and techniques of research, statistical analysis and report presentation.

### **Skill in:**

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Communicating clearly and effectively, orally and in writing.

Using spreadsheet and word processing software.

Preparing clear and concise reports, correspondence and other written materials.

### **Mental and Physical Abilities:**

Ability to analyze and evaluate accounting problems and use independent judgment regarding technical accounting problems.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to establish and maintain effective working relationships with others.

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.

Physical ability to lift light articles, sometimes weighing up to 20 pounds maximum and carrying of objects weighing up to 20 pounds; pushing and/or pulling objects weighing up to 20 pounds maximum.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.